

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice CN-956**

**For:** Cotton State and County Offices, CMA's, and LSA's

**Modifications to Cotton On-Line Processing System (COPS) Website**

**Approved by:** Deputy Administrator, Farm Programs



## **1 Overview**

### **A Background**

COPS provides cotton State and County Offices, CMA's, and LSA's with information about the following COPS functions:

- administrative
- user functions
- price support services
- warehouse services
- miscellaneous.

The COPS website application has been updated.

### **B Purpose**

This notice provides cotton State and County Offices, CMA's, and LSA's with information about modifications to the COPS website.

### **C Contacts**

State Offices, CMA's, and LSA's shall direct questions about this notice to Julie Floriani by:

- e-mail at **julie\_floriani@wdc.usda.gov**
- phone at 202-720-8374.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2003	Cotton State Offices; State Offices relay to Cotton County Offices, CMA's, and LSA's

## 2 Modifications and Updates to COPS

### A Modifications and Updates

The updated version of COPS was released to the field on July 11, 2003. The website provides the same information as the previous version of COPS. However, modifications were made to COPS to:

- make the website user friendly and easier to navigate
- include new colors for screen backgrounds and screen bars
- provide text using bold, italics, different font size, and/or color to call attention to important information and instructions
- display information in a easy-to-read format
- provide easier access to related pop-up screens
- place action buttons in easy-to-use positions
- make COPS accessible to visually impaired users.

## 3 COPS Website Changes

### A COPS Screens

All screens, with the exception of pop-up screens, will have the following:

- screen numbers in the lower left hand corner
- menu/navigation bar
- header bar
- trailer bar.

Pop-up screens:

- will include the following:
  - screen numbers in the lower left hand corner
  - header bar
  - trailer bar
  - print and close buttons
- will **not** have a menu/navigation bar.

### 3 COPS Website Changes (Continued)

#### B Menu/Navigation Bar

The Menu/Navigation Bar:

- is the means of navigating between screens and menu items, including Logoff
- appears at the top of the screen and does not appear on any pop-up screens
- replaces the green navigation section located to the left of the main screen
- appears at the top of the screen
- includes the Logoff function
- background color is yellow gold.

Pop up screens will not include the Menu/Navigation Bar.

#### C Header Bar

The Header Bar displays the Cotton Logo and system name for COPS of “Cotton Online Processing System” and appears at the top of the screen, below the Menu/Navigation Bar. The Header Bar:

- replaces the original COPS title
- appears on all screens
- background color is yellow gold with a picture of "Cotton" logo located to the left of the text.

If there is a Menu Bar, it will be above the Header Bar.

#### D Trailer Bar

The Trailer Bar:

- is found at the bottom of the screen, after the table information, but before any function buttons and the screen number
- background color is yellow gold .

**Note:** If there are multiple function buttons on the screen and 1 or more of the buttons are related to the processes within the screen, these process-related buttons will be located above the Trailer Bar with the others below the Trailer Bar.

### 3 COPS Website Changes (Continued)

#### E Bale Information Screens

The Bale Information Screens:

- provide information about a specific bale
- has been updated to display bale and associated receipt information in an easy-to-read format.

The bale information is displayed in 2 tables as follows:

- Loan/LDP Bale Information, which:
  - is located on the left side of the screen
  - displays loan or LDP disbursement information for the bale as submitted by either:
    - the County Office through AS400
    - CMA's/LSA's through the Automated Cotton Reporting System (ACRS) process.
- EWR Information, which:
  - is located on the right side of the screen
  - displays receipt information as submitted by the electronic warehouse receipt (EWR) provider to CRTS.

This newly formatted screen will enable users to compare bale data easily and assist in resolving errors.

#### F 2003 COPS User Guide

The COPS User Guide:

- has been developed to provide instructions for using the COPS website
- sections are Microsoft Word documents designed to be downloaded to the user's PC
- may be obtained from the COPS home page by any of the following 3 methods:
  - open, read, and/or save individual sections to user's PC
  - download the entire guide by selecting the "Download Entire User Guide" button

**Note:** The guide will download as a zipped file.

- request CD ROM by contacting Lois Thomson by email at [lpthomson@kcc.usda.gov](mailto:lpthomson@kcc.usda.gov) for more information.